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P.O. BOX 5000

OHSWEKEN, ONTARIO

N0A 1M0

LIFE PROMOTION COORDINATOR
ADMINISTRATION, HEALTH SERVICES
(FULL TIME)

Applications will be received by Grand River Employment & Training (GREAT) up until 4:00 p.m., **Wednesday, July 18, 2018**, for a full time Life Promotion Coordinator with Administration, Social Services, Six Nations Elected Council. Employment Application Forms and Job Descriptions are available on the www.greatsn.com website. Online applications accepted through recruitment@sixnations.ca. **NO LATE APPLICATIONS ACCEPTED.**

JOB SUMMARY: Under the direction and supervision of the Team Manager the Life Promotion Coordinator shall be responsible for all activities within the National Aboriginal Youth Suicide Prevention Strategy (NAYSPS) work plan and provides leadership in life promotion, injury prevention community education and development, early identification and intervention, crisis response and coordination of care within policies and procedures established by Six Nations Elected Council.

SALARY: To Be Determined

BASIC QUALIFICATIONS:

- University degree in health related discipline;
- Minimum one (1) year related experience in Mental Health and/or Addictions;
- Certified facilitator of SafeTalk and/or ASIST or willing to be trained as a facilitator of SafeTalk and/or ASIST within one (1) year;
- Demonstrate experience in coordinating teams to achieve measurable outcomes;
- Valid "G" driver's license and reliable transportation.

SUBMISSION PROCEDURE: (Choose one method ONLY):

Method #1:

1. Printed, filled in and authorized Six Nations Elected Council Application for Employment Form.
2. Covering letter including your band name and number (if applicable). Please indicate in your letter how your education and experience qualifies you for this position.
3. Recent resume – resume must clearly show that you meet the Basic Qualifications of this position as stipulated above.
4. A photocopy of your education diploma/degree/certificate or transcript.
5. Place all documents listed above in a sealed envelope and mail to or drop off at:

Life Promotion Coordinator – Full Time
c/o Reception Desk
Grand River Employment & Training (GREAT)
P.O. Box 69
Ohsweken, Ontario N0A 1M0

OR

Method #2:

1. Printed, filled in and authorized Six Nations Elected Council Application for Employment Form.
2. Covering letter including your band name and number (if applicable). Please indicate in your letter how your education and experience qualifies you for this position.
3. Recent resume – resume must clearly show that you meet the Basic Qualifications of this position as stipulated above.
4. A photocopy of your education diploma/degree/certificate or transcript.
5. Scan and email all documents listed above to recruitment@sixnations.ca.

SIX NATIONS ELECTED COUNCIL IS AN EQUAL OPPORTUNITY EMPLOYER AND WILL SEEK TO ACCOMMODATE THE NEEDS OF INDIVIDUALS WITH DISABILITIES IN A MANNER THAT MOST RESPECTS THEIR DIGNITY. ALL CANDIDATES ARE ENCOURAGED TO APPLY; APPLICANTS FROM SIX NATIONS AND OTHER FIRST NATIONS WILL BE GIVEN PREFERENCE TO DELIVER PROGRAMS AND SERVICES IN A FIRST NATIONS COMMUNITY. BASED ON THE NEED TO PROVIDE QUALIFIED PROFESSIONAL SERVICES, ONLY THOSE APPLICANTS MEETING THE MINIMUM REQUIREMENTS WILL BE INVITED FOR AN INTERVIEW.



POSITION DESCRIPTION – HEALTH SERVICES

POSITION TITLE: Life Promotion Coordinator

REPORTING RELATIONSHIP:

Reports to and works under the direction and supervision of the Team Manager which includes matters pertaining to the policies and procedures of Six Nations Elected Council.

PURPOSE & SCOPE OF THE POSITION:

This position is responsible for all activities within the National Aboriginal Youth Suicide Prevention Strategy (NAYSPS) Work Plan. Provides leadership in life promotion, injury prevention, community education and development, early identification and intervention, crisis response, and coordination of care. Outcomes for this position include:

- Increased participation of Six Nations youth, families, and community in projects, activities, and services that prevent suicide and involvement in delivery.
- Greater awareness and practice of healthy behaviours among Six Nations youth.
- Increased community ownership and capacity to identify and address youth suicide and other mental health concerns.
- Improved access to quality care system, well-coordinated programs and competent service delivery for Six Nations youth, families, and community.
- Reduced stigma associated with the prevention of and thoughts of suicide.
- Attitudinal changes around seeking mental health supports.

The Life Promotion Coordinator will adopt a leadership role by initiating community partnerships, collaborations and connections in support of suicide prevention and life promotion strategies within the Six Nations community. Coordination will be done at a multi-sector level in conjunction with Health Services and all other relevant community agencies and organizations identified.

KEY DUTIES & RESPONSIBILITIES:

1. Technical Functions:

- Coordinate, support, and deliver a community-wide training plan for the following SafeTALK, ASIST, and Mental Health First Aid training with all community facilitators.
- Lead organizer for National Suicide Awareness Day planning committee in conjunction with appropriate youth and community representatives.

- Implement life promotion strategies and programming for all life stages, across a continuum of need.
- Identify and implement best-practice suicide prevention and life promotion strategies.
- Organize clear and effective navigation strategies with community organizations for suicide response and work in conjunction with Mobile Crisis Support Services.
- Provide on-call support to the Mobile Crisis Support Services.

2. Communications Functions:

- Formalize formal protocols with local hospitals in regards to suicide intervention for community members in conjunction with appropriate community agencies.
- Act as a resource to community partnerships on and off reserve regarding effective suicide prevention strategies and trends.
- Act as a liaison between agencies, services, schools, and groups for organized coordination of life promoting activities within Six Nations Community.
- Develop tools to measure effectiveness, efficiency, and reliability of suicide prevention and life promotion strategies.
- Monitor, update, and maintain suicide statistics relevant to Six Nations and National First Nations suicide trends.

3. Administrative Functions:

- Prepare and submit of statistical, narrative, and/or financial reports as required.
- Ensure all reporting deadlines are met.
- Provides supervision of student placements and summer student placements relevant to the work plan.

4. Other Functions:

- Performs other job related duties as may reasonably be required by the Director of Health Services.
- Provides support to the Six Nations Emergency Measures Plan by ensuring awareness of the Emergency Measures Plan and assistance as instructed by the Director of Health Services.
- It is the responsibility of the employee to be aware of and adhere to all policies and procedures, including those that relate to client safety, staff safety and risk management.

WORKING CONDITIONS:

- Working conditions are high profile; require attention to detail, and subject to deadlines and interruptions.
- Work may at times be subject to unscheduled hours.
- Work requires physical activity and mental stress; may require travel.
- Works extensively with public; who at times may be volatile

WORKING RELATIONSHIPS:

With the Director of Health Services

Receives direction, guidance, encouragement; discusses plans and priorities regarding program implementation and reporting.

With Program Managers/Supervisors

Works with, assists and coordinates training initiatives, reporting responsibilities and protocol development.

With Other Staff

Promotes courtesy, co-operation and teamwork with all staff.

With External Agencies

Represents and promotes Six Nations interests relative to health services; maintains awareness and legislative policy and program changes; seeks to develop and maintain close working relationships.

With the Public

Represents and promotes health services interests of Six Nations; works in a courteous, co-operative positive and proactive manner, provides information and advice.

KNOWLEDGE AND SKILLS:

Minimum Requirements:

- University degree in a health related discipline.
- Minimum one (1) year related experience in Mental Health and/ or Addictions.
- Certified facilitator of SafeTALK and/or ASIST or willing to be trained as a facilitator of SafeTALK and/or ASIST within one (1) year.
- Demonstrate experience in coordinating teams to achieve measureable outcomes.
- Must pass criminal records check with Vulnerable Sector.
- Must have a valid class "G" driver's license and reliable transportation.

Other Related Skills:

- Strong organizational and managerial skills.
- Strong interpersonal, verbal and written communication skills.
- Knowledge of the history, culture, and values of the Six Nations community.
- Understands the importance of confidentiality and ability to work with tact and discretion.

IMPACT OF ERROR:

Errors in judgement and in the conduct of duties could lead to loss of credibility, poor public relation, confusion, duplication of effort and misinformation being given to the Director of

Health Services, Human Services Committee, Six Nations Elected Council, Government Agencies and the public.

CONTROL:

Guiding principles set by Health Services Department and Six Nations Elected Council. Works within the administrative policies and procedures established by the Six Nations Elected Council for the Health Services Department and other legislation provided by the respective governments.



APPLICATION FOR EMPLOYMENT
With the Six Nations Council

PART I GENERAL INFORMATION

Application for: (Job Title)			Closing Date:		
Name of Applicant:	First Name	Initial	Last Name	Band & Number(if applicable)	
Mailing Address (R.R.#, Blue # & Address)			Home Phone.	Alternate Phone No.	
City or Town or Village	Province	Postal Code		Email Address	
<p>Six Nations Elected Council is an equal opportunity employer and will seek to accommodate the needs of individuals with disabilities in a manner that most respects their dignity. All candidates are encouraged to apply; applicants from Six Nations and other First Nations will be given preference to deliver programs and services in a First Nations Community. Based on the need to provide qualified professional services only those applicants meeting the minimum requirements will be invited for an interview.</p>					
Do you have specific needs to be accommodated? If so, in what manner?	Do you have the valid required license(s)? <input type="checkbox"/> Yes <input type="checkbox"/> No	Do you have a valid First Aid/CPR Certificate? <input type="checkbox"/> Yes <input type="checkbox"/> No	Have you had WHMIS Training? <input type="checkbox"/> Yes <input type="checkbox"/> No		
If you have previously worked for Six Nations Council, please answer the following: Length of time worked _____ Months _____ Year(s) Dates Employed: _____ Reason for Leaving _____					
Permission for GREAT to keep a copy of application to assist in seeking/obtaining employment. <input type="checkbox"/> Yes <input type="checkbox"/> No					
Have you ever been convicted of a criminal offence for which a pardon has not been granted? <input type="checkbox"/> Yes <input type="checkbox"/> No					
Do you wish to work <input type="checkbox"/> Full-Time <input type="checkbox"/> Part-Time <input type="checkbox"/> Temporary/Casual					
Some positions may require a medical examination as it pertains to the position and will be requested if you are the successful candidate. Would this present a problem for you? <input type="checkbox"/> Yes <input type="checkbox"/> No					

PART II EDUCATION

Year Last Attended	Level Completed	Secondary School					College or University					Graduate or Professional				
		9	10	11	12	13	1	2	3	4	5	1	2	3	4	5
Certificates, Diplomas, Degrees obtained																
Course of Study Taken																
List any specialized Training, Apprenticeship Skills, Awards, Professional Designations, and other Education																

PART III WORK HISTORY	
I Present or Last Employer	Address:
Type of Business:	Telephone Number:
Your Job Title:	Period Employed:
Name & Title of Immediate Supervisor:	Your reason for Leaving:
Briefly describe your Duties & Responsibilities:	

II Previous Employer	Address:
Type of Business:	Telephone:
Your Job Title:	Period Employed:
Name & Title of Immediate Supervisor:	Your reason for Leaving:
Briefly describe your Duties & Responsibilities:	

III Previous Employer:	Address:
Type of Business:	Telephone Number:
Your Job Title:	Period Employed:
Name & Title of Immediate Supervisor:	Your reason for Leaving:
Briefly describe your Duties & Responsibilities:	

We will be contacting your present and any previous employers listed for a reference check. Besides your Immediate Supervisor who else should we ask to speak with? (List name, job title & phone number)	
1. _____	
2. _____	

****PLEASE READ CAREFULLY****

YOU ARE REQUIRED TO PROVIDE PROOF OF YOUR EDUCATIONAL QUALIFICATIONS AS IT PERTAINS TO THE JOB DESCRIPTION. PLEASE ATTACH A COPY OF YOUR DIPLOMA, DEGREE, CERTIFICATE OR TRANSCRIPT WITH YOUR COVERING LETTER, RESUME AND APPLICATION FORM

By signing this application you are consenting for this employer to contact your previous employers for references.

Authorization:

I have completed this application to the best of my ability and the foregoing statements are correct to the best of my knowledge. I do understand that any misrepresentation may disqualify me from employment or be cause for dismissal. If I am hired, I shall abide by all policies and procedures of the Six Nations Council which includes serving an initial probationary period.

Applicant's Signature

Date